

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library October 10, 2017 Meeting
 Held: Tuesday, October 10, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, October 10, 2017 at 6:02 p.m. at the Library Annex Building. The meeting was called to order by Board President, Jim Russell, with the roll call of members. Members in attendance were: Jim Russell, Janet Addy, Sandalynn Henry, Rita Lahmers, Ray Booth and Daniel Styer. Member, Shirley Osler, was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the September 12, 2017 regular meeting. A motion was made by Ray Booth and seconded by Sandalynn Henry to accept the Minutes of the regular meeting. Hearing no objections, the Minutes for the regular meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending September 30, 2017, of the Library funds and the bills totaling \$30,308.20. There was a gift of \$300.00 for the month of September, 2017 with the detail attached to the Financial Report.

The Funds Status for September 30, 2017 was as follows:

FUND#	FUND DESCRIPTION	%	FUND BALANCE	INVESTMENTS	CHECKING &
		TOTAL POOLED		NON-POOLED BALANCE	POOLED INVEST. BALANCE
1000	General	97.307	\$362,331.66	\$ 0.00	\$362,331.66
4001	Capital Projects	2.693	10,028.66	0.00	10,028.66
ALL FUNDS TOTAL			\$372,360.32	\$ 0.00	\$372,360.32
Pooled Investments					\$ 10,002.92
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 362,357.40

A motion was made by Rita Lahmers and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$30,308.20 and accept the September 2017 gift. Upon roll call, the vote was: Daniel Styer, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for September 2017 showing a circulation of 7,747 units. The visitor count for September 2017 was 3,992.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy gave the Board information in his agenda concerning the following topics:

- Chili Cook-Off = 9 participants; Patron Appreciation = 305 Patron Count (average on Wednesdays = 208 due to summer reading program);
- Newcomerstown School, NCT-CAN, and Jodi Salvo offered Hidden in Plain Sight for the Community (35 in attendance);
- All Hallows read to be held on October 23rd from 12:00 p.m. to 5:00 p.m.;
- Contacting Landscaping Companies for preparation of signs and addition landscaping maintenance;
- Continuing efforts for security measures – seminars;
- One Book-One Community, opportunity for our Location – working to partner with Shelby Theatre and Schools for a Junior High Wonder movie showing.

OLD BUSINESS:

Cody is collecting estimates from stucco contractors for maintenance to building; Buckeye Caulking (Canton, Ohio).

NEW BUSINESS:

RES. 20-17 A motion was made by Ray Booth and seconded by Janet Addy to approve a wage increase of \$1.00 in the hourly rate for Chris Kincaid to \$14.00, effective November 1, 2017, as his evaluation is completed. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

RES. 21-17 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve a wage increase of 3% in the hourly rate for Belinda Larrick to \$9.70, effective September 1, 2017. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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At 6:55 p.m., Ray Booth made a motion to go into executive session to discuss the personnel matters. Rita Lahmers seconded the motion. The vote was as follows: Ray Booth, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; and Jim Russell, Yes. Motion carried.

At 7:25 p.m., Ray Booth made a motion to come out of executive session. This was seconded by Janet Addy. The vote was as follows: Ray Booth, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; and Jim Russell, Yes. Motion carried.

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Rita Lahmers to adjourn at 7:25 p.m.

ADJOURNMENT: Tuesday, October 10, 2017 AT 7:25 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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